



**OFFICE OF NAVAL INTELLIGENCE (ONI)
2011 SUMMER INTERN PROGRAM**

**Program Administration/Business Operations (Washington, D.C. Metro Area)
Announcement Number: SUM11-4**

SALARY RANGE¹: GGE- 4/1, GGE -6/1, GGE -8/1

ANNOUNCEMENT PERIOD: October 14, 2010 – November 12, 2010

SERIES AND PAYBAND: IA-0303-01 (Administrative Aide)

DUTY LOCATION: Suitland, MD

PREFERRED MAJORS: None

JOB SUMMARY

Looking for a summer job that will stretch your mind, give you the chance to serve your country, and enable you to delve into the fascinating world of intelligence? Look no further than the Office of Naval Intelligence (ONI), our nation's premier maritime intelligence agency. As an ONI summer intern, you'll get the chance to learn about the U.S. Navy firsthand while doing work that makes a real difference to national security.

The work performed is professional in nature and in a learning environment that gives the student intern the opportunity to be evaluated for potential long term employment. Student employment assignments are based on entry level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor.

FUNCTIONAL AREAS

Some areas interns can expect to study/work on, during the internship, include (but are not limited to):

- Business Administration and Finance
- Plans and Policy Administration
- Budget Execution
- Facility Management
- Security
- Contracts and Acquisition

- Human Resources
- Equal Employment Opportunity and Diversity
- Communications and Public Affairs
- Operations Management
- Media and Graphics
- Project/Program Management
- Administrative Support

DUTIES

Duties interns can expect to perform, during the internship, may include (but are not limited to):

- Providing chart/graph development skills/capabilities to facilitate data analysis activities employed for periodic and annual report development and information exchanges.
- Assisting with coordinating the myriad of on-going activities within the office and maintaining the schedule for timely and accurate dissemination throughout the workforce.
- Participating in developing, recommending, implementing, evaluating, analyzing and interpreting policy pertaining to your internship functional area.
- Completing functional area-specific projects as assigned by your leadership chain.
- Recommending process improvements, as necessary, for streamlining activities conducted by your work unit.
- Developing databases using programs/applications with the MS Office Suite for tracking and reporting information/progress in various aspects of the programs managed by the office.
- Preparing and presenting briefings directly related to the work assigned.
- Learning the organizational structure, functions, and activities of the agencies in the intelligence community.
- Attending formal training hosted by the internship program, as well as individualized training sponsored by the work unit (if applicable).

QUALIFICATIONS AND ELIGIBILITY

- U.S. Citizenship. Security clearances cannot be granted to foreign nationals or those who possess dual citizenship.
- Fulltime enrollment in an accredited baccalaureate or graduate program. You must submit proof that you will continue your studies during the fall semester following the summer internship.
- Completion of 60 semester hours (or its equivalent) by the start of the internship.
- Minimum grade point average (GPA) of 2.5 on a 4.0 scale (or its equivalent).
- Favorable adjudication of a Single Scope Background Investigation (SSBI) and eligibility to receive a top secret clearance with access to sensitive compartmented information (TS/SCI).
- Favorable results on a urinalysis screening for illegal drug use. You may also be subject to random drug testing during the period of employment.
- Commitment to work fulltime for at least 10 weeks during the summer months.

APPLICATION PROCEDURES:

Applicants should review the available intern opportunities and apply for each job, in which you are interested, by November 12, 2010.

The completed application package requires:

1. The 2011 Summer Internship Application (available online). Save this form and include your last and first name at the end of the document title (i.e, 2011 Summer Internship Application – Smith, Joe).
2. A one-page cover letter highlighting why you would like to work for ONI and how your education and experience will contribute to the organization and the position, for which you are applying. Attach your resume of educational details, work experience and job skills to the end of your cover letter. Save this document and include your last and first name at the end of this document (i.e. Resume – Smith, Joe).
3. A separate file of your most recent transcript. Your transcript must be submitted as: screen shots of your online unofficial transcript, a viewable webpage of your unofficial transcript, or a PDF of your unofficial or official transcript. Save the document and include your last and first name at the end of the document title - (i.e. Unofficial Transcript – Smith, Joe). If selected for the program, you will also be required to submit an updated transcript to reflect your Spring 2011 grades and Fall 2011 courses, before you begin the internship.

Your application will not be considered if all of the aforementioned information is not submitted. Please provide all the documents at the time you apply for the program. If your application does not contain all documents, it will be considered incomplete and you will not be considered for the program. If you must resubmit any documents, please resend the entire application package. Email application materials to ONIInternships@nmc.navy.mil NLT 5:00PM EST Friday, November 12, 2010 and use the announcement number as the subject line (ex: SUM11-4). If applying under multiple announcement numbers, submit separate emails with the appropriate announcement number and application materials. Please do not use this email address for general inquiries about the internship or employment opportunities. If you have general questions, please contact our recruiters at recruit@nmc.navy.mil or 301-669-5847.

The ONI Office of Equal Employment Opportunity/Equal Opportunity (EEO/EO) and Diversity is responsible for overseeing compliance with a wide variety of federal and state laws, and Naval policies that address equal opportunity and employment rights.

¹ Interns will earn a salary equivalent to a grade and step on the GS system. Undergraduates will earn the GS equivalent of a Grade 4 Step 1. Master's and J.D. Candidates will earn the GS equivalent of a Grade 6 Step 1. PhD candidates will earn the GS equivalent of a Grade 8 Step 1. For specific salaries, please visit the www.opm.gov and conduct a search of the General Schedule for the Washington-Baltimore-Northern Virginia, DC-MD-VA-WV-PA locality.